

ADDENDUM NUMBER 2

GENERAL MITCHELL INTERNATIONAL AIRPORT  
TRAVELERS INFORMATION STATION  
SECOND RE-BID  
Site #290, Bldg. #190  
5300 South Howell Avenue  
Milwaukee, WI 53207

Project Number: 5041-10006

Date of Addendum: November 9, 2011

This Addendum to the Contract Documents is issued to modify, explain or correct the original documents, dated August 26, 2011, and is hereby made part of the Contract Documents. Acknowledge receipt of this Addendum in the space provided on the Bid Form, or bid may be rejected.

BIDDING, CONTRACT DOCUMENTS, AND ADDENDUM 1

Document 00100 - INVITATION TO BID  
CHANGE Bid Due Date to November 30, 2011 at 2:00 P.M.

Documents 00250 - PRE-BID MEETING  
CHANGE Pre-Bid meeting date to November 23, 2011 at 10:00 A.M. The meeting location will remain in the Hardie Conference room.

BIDDING FORMS  
REPLACE All Bidding Forms with the revised Bidding Forms attached to and issued as part of this Addendum 2 (second re-bid).

Document 00800 - SUPPLEMENTARY CONDITIONS  
ADD the following to Article 8.2.3:  
Liquidated damages shall apply to each separate Contract (Contract 1- Casework and Contract 2- General Construction)  
ADD the following to Article 11.1.4:  
A waiver of subrogation for Workers Compensation in favor of Milwaukee County will be provided by endorsement by the Contractor's insurer.  
REVISE the first sentence of the Add to Clause 11.4.1.3 with the following:  
Owner will furnish Property Insurance during construction written with a deductible of \$5,000 per occurrence. Property Insurance for construction shall be provided at the completed project value. The \$5,000 deductible as well as any other costs not covered by the builders risk policy are the responsibility of the Contractor.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS  
REPLACE Entire set of documents with the revised documents attached to and issued as part of this Addendum 2 (second re-bid).

Section 01100 - SUMMARY  
CHANGE Article 1.2.A. CONTRACT DESCRIPTION, as follows:

A. Work of the Project consists of building a travelers aid information station at the north portion of the GMIA Terminal. Construction Base Bids will include the following:

Contract 1: Case Work  
Contractor shall provide new information desk as indicated in the project Drawings and specifications consisting of metal laminate-clad cabinets with solid surface countertops and illuminated acrylic panels. Bid shall include providing complete installation and all finishing as well as specialty items such as cipher locks, tackable surfacing and metal trim as indicated on the Drawings and specifications. Owner will provide touch-screen mounting bracket.

Contract 2: General Construction

Work of Contract includes providing all Work to complete the Information Station except Contract 1- Casework as indicated in the project Drawings and specifications. Contract 2- General Construction Contractor shall provide overall construction management including coordination of Contract 1- Casework Contract Work.

Section 01230 - ALTERNATIVES

ADD Section 01230 - Alternatives attached to and issued as part of this Addendum 2 (second re-bid).

DRAWINGS

CHANGE Note on Drawing referring to the touch screen mounting bracket as follows:  
Owner will furnish and install (touch screen mounting bracket).

End of Addendum No. 2

## DOCUMENT 00827

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS**

1. The successful contractor/service provider shall comply with CFR 49 Part 23 and 26 and Chapter 42 of the Milwaukee County Ordinances, which requires Good Faith Efforts (GFE) to achieve participation of certified Disadvantaged Business Enterprise (DBE\*) firms on all USDOT and Milwaukee County funded contracts with a DBE goal. In accordance with this Milwaukee County policy and USDOT requirements, the contractor/service provider shall ensure that DBEs have an opportunity to participate in this contract.

**During Solicitation Process**

2. The Milwaukee County Office of Community Business Development Partners (CBDP) will make the determination that a contractor/service provider has made a good faith effort (GFE) to achieve the established DBE participation goal by doing either of the following:
  - a. Show evidence that it has met the DBE participation goal by submitting a complete ***Commitment to Subcontract with DBE Firms (DBD-014 form)*** with their proposal; or
  - b. Documents that it made good faith efforts to meet the DBE participation goal, even though it did not succeed in achieving it. In this case, the contractor/service provider must submit the ***Certificate of Good Faith Efforts (DBD-001 form)*** and all relevant documentation with their proposal.
3. Contractors/service providers should note that for the purpose of determining compliance with DBE requirements, only DBEs that have been certified by the State of Wisconsin Unified Certification Program (UCP) prior to the proposal due date may be listed on the ***Commitment to Subcontract with DBE Firms*** form and counted towards the DBE requirements. If you need assistance related to certified DBE firms, contact CBDP at (414) 278-4747.
4. The efforts employed by the contractor/service provider should be those that one could reasonably expect to be taken if the contractor/service provider were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE participation contract goal. (49 CFR §26.53 and Appendix A to 49 CFR Part 26, which provides guidance regarding GFE).

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\* The term "DBE" means small business concerns known as Disadvantaged Business Enterprise (DBE) firms owned at least 51% by socially and economically disadvantaged individuals, and certified by the State of Wisconsin UCP under CFR 49 Part 26.

5. In the event CBDP determines that the contractor/service provider has failed to meet the GFE requirements, the contractor/service provider is entitled to appeal this determination. The provisions of 49 CFR §26.53(d) apply to such an appeal. A request for administrative reconsideration must be sent within three (3) calendar days of receiving written notice of the failure to meet the GFE requirement. The request should be sent to:

CBDP Office  
City Campus, Room 830  
2711 West Wells Street  
Milwaukee, WI 53208

6. Contractor/service provider must submit with its proposal, the *Subcontractor/Subconsultant/Supplier Information Sheet (DBD-002 form)* and a complete *Commitment to Subcontract with DBE Firms (DBD-014 form)*. In the event the contractor/service provider is not able to meet the DBE goal, a complete *Certificate of Good Faith Efforts (DBD-001 form)* and all relevant documentation must be submitted with the proposal in addition to the aforementioned forms.
7. When evaluating a contractor/service provider's proposed DBE commitment (**DBD-014 form**), Milwaukee County reserves the right to request any documentation from both the contractor/service provider and the listed DBE subcontractors. If the information requested is not submitted by the contractor within the time specified for such submission, Milwaukee County may determine the contractor/service provider to be non-responsive and thereby remove them from further consideration for contract award.

#### **Following Contract Award**

8. The contractor/service provider shall prepare and submit accurate and timely forms and reports on DBE utilization after contract award. These shall include, but not be limited to ***DBE Utilization Reports (DBD-016 form)***, and other forms as directed. Failure to submit forms and reports as prescribed herein, may result in delay of payments, or other sanctions deemed appropriate by the County, including those listed under Section (9), below.
9. When evaluating the performance of this contract after contract execution, Milwaukee County reserves the right to conduct compliance reviews and request, both from the contractor/service provider and DBE subcontractor(s), documentation that would indicate level of compliance. If the contractor/service provider is not in compliance with the specifications, the County will notify the contractor/service provider in writing of the corrective action that will bring the contractor/service provider into compliance. If the contractor/service provider fails or refuses to take corrective action as directed, Milwaukee County may take one or more of the actions listed below:
  - a. Terminate or cancel the contract, in whole or in part.
  - b. Remove the contractor/service provider from the list of qualified consultant/service providers and refuse to accept future proposals for a period not to exceed three (3) years.
  - c. Impose other appropriate sanctions, including withholding any retainage or other contract payments due which are sufficient to cover the unmet portion of the DBE contract commitment, where the failure to meet the DBE contract commitment is the result of a finding by CBDP of less than adequate good faith efforts on the part of the contractor/service provider.
  - d. If the contractor/service provider has completed its contract, and the DBE contract commitment was not met due to an absence of good faith on the part of the

contractor/service provider as determined under 49 CFR Part 26, the parties agree that the proper measure of damages for such non-compliance shall be the dollar amount of the unmet portion of the DBE contract commitment. The County may in such case retain any unpaid contract amounts and retainage otherwise due the contractor/service provider, up to the amount of the unmet DBE contract commitment. If insufficient funds remain in the contract account to compensate the County up to that amount, Milwaukee County may bring suit to recover damages up to the amount of the unmet commitment, including interest at the rate of 12% annually, plus the County's costs, expenses and actual attorney's fees incurred in the collection action.

10. **DBE Contract Goal:** Contractor/service provider shall utilize DBE firms to a minimum of 25 percent of the total Contract amount for each separate Contract. The DBE participation goal relative to contract award shall be based upon the approved ***Commitment to Subcontract with DBE Firms (DBD-014 form)***. Contractors/service providers receiving additional work on the contract, e.g., change orders, addendums, etc., shall be expected to increase DBE participation proportionally.
11. Contractor/service provider shall be credited for expenditures to DBE firms toward the requirements, if all of the identified scope of work has a commercially useful function in the actual work of the contract and is performed directly by the listed certified DBE firm. CBDP, through the application of 49 CFR §26.55(c) will be responsible for the determination and evaluation of whether or not the firm is performing a commercially useful function on this project.
12. Contractor/service provider is required to notify CBDP if their DBE subcontractors will further subcontract out work on this project. Credit will be given based on actual participation by DBE firms.
13. Listing a DBE on the ***Commitment to Subcontract with DBE Firms*** form shall constitute a written representation and commitment that the contractor/service provider has communicated and negotiated directly with the DBE firm(s) listed, and that it will use the listed firm(s). If awarded the contract, the contractor/service provider will enter into a subcontract agreement with the DBE firm(s) listed on the Commitment to Subcontract with DBE Firms form for the work and price set forth thereon. This agreement must be submitted to CBDP within seven (7) days from the ***Notice to Proceed***.
14. Contractor/service provider must maintain DBE participation and performance logs. If the DBE firm(s) cannot perform, or if the contractor/service provider has a problem in meeting the DBE goal, or any other problem relative to the DBE goal requirement, the contractor shall immediately contact CBDP at (414) 278-5248. If needed, contractor must submit a written request for substitution, including the reason for the request and the log. Approval must be obtained prior to making substitutions. Any difference in the cost occasioned by such substitution shall be borne by the contractor.

15. DBE Utilization Reports/Payment Request After Contract Award. A ***DBE Utilization Report (DBD-016 form)*** must be submitted with each payment request by the contractor/service provider after contract award. This report must cover the period from the start of the project to the end of the period covered by the payment request being submitted or the period since the last payment request. The report must be submitted even if no DBE activity took place during the period being reported. The County Project Manager/Administrator will reject payment requests that are not in compliance with this section.
16. Final Payment Verification. The contractor/service provider must submit the ***DBE Payment Certification (DBD-018 form)*** and the final ***DBE Utilization Report*** along with their Final Payment Request. The County Project Manager/Administrator will not process the Final Payment Request if these reports are not submitted.
17. Milwaukee County reserves the right to waive any of these specifications when it is in the best interest of the County and with the concurrence of CBDP.

# Disadvantaged Business Enterprise (DBE) Bid/Proposal Submission Requirements Checklist

- **Submit with your Bid/Proposal** the Subcontractor/Subconsultant/Supplier Information Sheet (DBD-002 form), and the Commitment to Subcontract with DBE Firms (DBD-014 form); or, if the goal is not attained, a Certificate of Good Faith Efforts (DBD-001 form) and all relevant documentation for Good Faith Effort determination.
- DBE utilization credited towards satisfying the desired level of DBE participation on this project is calculated using the following criteria, and is further described in 49 CFR §26.55:
- One hundred percent (100%) of expenditures to DBE firms if all of the identified scope of work has a **commercially useful function in the actual work of the contract** and is performed directly by the listed certified DBE firm. A DBE firm cannot subcontract work to non-DBE firms and must perform the work with its own forces to be considered as performing a commercially useful function. CBDP will determine whether or not the firm is performing a commercially useful function.
- One hundred (100%) percent for **all work performed by the DBE subcontractor with its own forces.** If a DBE further subcontracts a portion of its work to another firm, the value of the subcontracted work will only be credited if performed by another DBE firm. The prime contractor will be given credit for the cost of materials and supplies obtained by the DBE for their work on the contract. The prime contractor will also be given credit for the cost of leasing equipment, provided the DBE subcontractor does not lease the equipment from the prime contractor or its affiliates.
- One hundred percent (100%) of the **expenditures to DBE manufacturers.** A DBE manufacturer is a firm that operates or maintains a factory or establishment that produces on the premises goods from raw materials, or substantially alters the materials or supplies obtained by the contractor.
- Sixty percent (60%) of the **expenditures for materials or supplies purchased from a certified DBE regular dealer**, i.e., business that sells from available inventory or stock on-hand. Brokers are not regular dealers.
- One hundred percent (100%) for the **fees or commissions charged for assistance in the procurement of materials and supplies, i.e., brokered deals.** A prime contractor shall also be credited with one hundred (100%) percent for **fees or transportation charges for the delivery of materials or supplies by a DBE to a job site**, provided that the County determines that the fee is reasonable and not excessive as compared with fees customarily allowed for similar services. The cost of the materials and supplies will not be credited.
- DBE credit will be given based on actual payments to DBEs for their services on this project.
- In calculating the bid, **prime contractors must demonstrate that they have secured actual costs from DBEs for subcontracting work in anticipation of bid award.**
- **Listing a DBE on the Commitment to Subcontract with DBE Firms form shall constitute a written representation and commitment that the prime contractor has communicated and negotiated directly with the DBE firm(s) listed, and that it will use the listed firm(s).** If awarded the contract, the prime contractor will enter into a subcontract agreement with the DBE firm(s) listed on the Commitment to Subcontract with DBE Firms form for the work and price set forth thereon. This agreement must be submitted to CBDP within seven (7) days from receipt of the Notice to Proceed.
- **Only DBEs that are certified, i.e., listed on the Wisconsin Uniform Certification Program Directory, prior to the bid opening will be counted towards satisfying the desired level of DBE participation on this project.** WI UCP Directory = [www.county.milwaukee.gov/cbdp](http://www.county.milwaukee.gov/cbdp) – click on “Certified Vendor List” on the left side of the page, click on “WisDOT Unified Certification Program Directory of Certified DBEs” link. **For further assistance please use the contact information listed below.**

**DBE TRUCKING COMPANIES MUST USE THEIR OWN TRUCKS (OWNED/LEASED) FOR DBE CREDIT APPROVAL**

DBD-020      **Mark Phillips / [mark.phillips@milwcnty.com](mailto:mark.phillips@milwcnty.com) / 414.278.5104**

## **MILWAUKEE COUNTY COMMUNITY BUSINESS DEVELOPMENT PARTNERS**

### **GUIDANCE CONCERNING GOOD FAITH EFFORTS**

When Milwaukee County establishes a DBE contract goal a bidder/proposer must, in order to be responsible and/or responsive, make good faith efforts to meet the goal. The bidder/proposer can meet this requirement in either of two ways. First, the bidder/proposer can meet the goal, documenting commitments for participation by DBE firms sufficient for this purpose. Second, even if it doesn't meet the goal, the bidder/proposer can document adequate good faith efforts. This means that the bidder/proposer must show that it took all necessary and reasonable steps to achieve a DBE goal or other requirement of this part, which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if they were not fully successful.

In any situation in which Milwaukee County has established a contract goal, part 26 requires you to use the good faith effort mechanism of this part. As a recipient, it is up to you to make a fair and reasonable judgment whether a bidder/proposer that did not meet the goal made adequate good faith efforts. It is important for you to consider the quality, quantity, and intensity of the different kinds of efforts that the bidder/proposer has made. The efforts employed by the bidder/proposer should be those that one could reasonably expect a bidder/proposer to take if the bidder/proposer were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE contract requirements. We emphasize, however, that your determination concerning the sufficiency of the firm's good faith efforts is a judgment call: meeting quantitative formulas is not required.

The following is a list of types of actions, which Milwaukee County will consider as part of the bidder/proposer's good faith efforts to obtain DBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases:

1. Soliciting through all reasonable and available means (e. g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the contract. The bidder/proposer must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The bidder/proposer must determine with certainty the DBEs are interested by taking appropriate steps to follow up initial solicitations.
2. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.



3. Providing interested DBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.
4. Negotiating in good faith with interested DBEs.
  - a. It is the consultant/service provider's responsibility to make a portion of the work available to DBE subcontractors and to select those portions of the work consistent with the available DBE subcontractors, so as to facilitate DBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for DBEs to perform the work.
  - b. A consultant/service provider using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for a bidder/proposer's failure to meet the contract DBE goal, as long as reasonable. Also, the ability or desire of a consultant/service provider to do the work of a contract with its own organization does not relieve it of the responsibility to make good faith efforts. Prime consultants/service providers contractors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable.
5. Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.
6. Making efforts to assist interested DBEs in obtaining lines of credit or insurance as required by the recipient or contractor.
7. Making efforts to assist interested DBEs in obtaining necessary resources or related assistance or services.
8. Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.

In determining whether a consultant/service provider has made good faith efforts, Milwaukee County may take into account the performance of other bidders/proposers in meeting the contract. For example, when the apparent successful consultant/service provider fails to meet the contract goal, but others meet it, Milwaukee County may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful consultant/service provider could have met the goal. If the apparent successful bidder/proposer fails to meet the goal, but meets or exceeds the average DBE participation obtained by other consultants/service providers, Milwaukee County may view this, in conjunction with other factors, as evidence of the apparent successful bidder/proposer having made good faith efforts.



**MILWAUKEE COUNTY  
COMMUNITY BUSINESS DEVELOPMENT PARTNERS (CBDP) OFFICE**

**CERTIFICATE OF GOOD FAITH EFFORTS**

The intent of this certification is to document the good faith efforts implemented by the contract bidder/respondent in soliciting and utilizing DBE firms to meet DBE participation requirements. This certificate will assist Milwaukee County in determining whether the contract bidder/respondent has implemented comprehensive good faith efforts.

Failure to implement "good faith" efforts to the satisfaction of Milwaukee County could result in the rejection of the proposal.

I, \_\_\_\_\_, do hereby acknowledge that I am the \_\_\_\_\_ of \_\_\_\_\_, who has been identified as a bidder/respondent on the following Milwaukee County Project:

Project No.	Project Title	Total Contract Amount	DBE Percentage	
			Goal	Pledged

Provide a brief summary on why you believe your firm is unable to meet the DBE participation goals on this project (Attach additional pages if necessary.)


I hereby certify that I have utilized comprehensive "good faith" efforts to solicit and utilize DBE firms to meet the DBE participation requirements of this contract proposal, as demonstrated by my responses to the following questions:

**A. Identifying Subcontract Work Items**

Bidder/respondent are encouraged to select portions of work to be subcontracted in a manner which will increase the likelihood of meeting DBE goals. In selecting work to be subcontracted, bidder/respondent will consider, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation.

1. Which portion(s) or section(s) of the contract proposal, in terms of the nature of work, were selected to be subcontracted to DBE firms (or broken down into economically feasible units to facilitate DBE participation)?


**B. Notifying DBE Firms of Contracting Opportunities**

2. In the table below, indicate which firms received written notification of work items to be subcontracted. In the appropriate space, also indicate when firms received subsequent telephone solicitations. Please attach additional page(s) so that all companies contacted are listed. (Attach photocopies of all written solicitations to DBE firms to this certificate.)

Company Contacted	Date of Written Notification	DBE (Yes/No)	Date of Follow-up Telephone Call

3. Identify publications in which announcements or notifications were placed and published, if any. (Attach copies of proof of each announcement or notification.)

Published Announcement/Publication (please describe)	Date

4. Identify DBE associations or organizations that received written notifications, including dates of all notifications. Provide name of person and date of follow-up call. If no follow-up calls made, explain why not. (Attach copies of letters sent as proof of notification.)

DBE Association/Organization	Date of Notification	Contact Person	Date of Follow-Up Call

5. Were the services of the Milwaukee County's Community Business Development Partners (CBDP) Office used to assist in the recruitment of DBE firms?

Yes \_\_\_\_\_ No \_\_\_\_\_

Contact was made by:        telephone \_\_\_\_\_ written correspondence \_\_\_\_\_

Date contacted: \_\_\_\_\_ Person Contacted: \_\_\_\_\_

**C. Providing DBEs With Assistance**

6. Explain any efforts undertaken to provide DBE firms with adequate information about project scope of work and requirements of the contract:


7. Describe any efforts undertaken to assist interested DBE firms in obtaining lines of credit or insurance required by Milwaukee County or the contractor:


8. Describe any other efforts initiated to provide special assistance to DBE firms interested in participating in the project.


**D. Soliciting Proposal/Quotes From Interested DBE Firms**

Bidder/respondent must solicit proposal/quotes in good faith with interested DBE firms. Quotes, proposals, and bids from interested DBE firms must not be rejected by contractors without sound justification.

9. Indicate in the table below which DBE firms submitted quotes on the contract proposal. Also, provide a brief explanation of why any of these DBE project quotes were rejected. Please attach additional pages(s) if necessary.

Name/Address/Contact Person of DBE Firm	Work Quoted and Explanation for Rejecting Quotes

10. Other comments you want Milwaukee County to consider:


**NOTE:** The information requested as set forth above is the minimum information required by Milwaukee County's Community Business Development Partners (CBDP) Office and CBDP may request the Contractor to submit information on certain other actions taken to secure DBE participation in an effort to meet the goals.

AFFIDAVIT

STATE OF WISCONSIN )

) ss

COUNTY OF \_\_\_\_\_ )

The undersigned, having been first duly sworn, says that the information given in the above certificate is true and correct to the best of his/her knowledge and belief.

Signed: \_\_\_\_\_

Authorized Representative

Subscribed and sworn to before me:

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_, 20 \_\_\_\_.

DISADVANTAGED BUSINESS ENTERPRISE  
(DBE) UTILIZATION REPORT

NAME OF FIRM \_\_\_\_\_ TELEPHONE NO. (    ) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PROJECT TITLE GMIA Travelers Information Station PROJECT # 5041-10006

TOTAL CONTRACT \$ AMT \_\_\_\_\_ TOTAL CONTRACT PAYMENT YTD \$ \_\_\_\_\_ CONTRACT % COMPLETE \_\_\_\_\_

TOTAL DBE CONTRACT \$ AMT \_\_\_\_\_ TOTAL DBE PAYMENT YTD \$ \_\_\_\_\_ DBE % COMPLETE \_\_\_\_\_

COUNTY PROJECT/CONTACT PERSON \_\_\_\_\_ TELEPHONE NO. (    ) \_\_\_\_\_

REPORT FOR THE PERIOD FROM: \_\_\_\_\_ TO: \_\_\_\_\_ 20 \_\_\_\_\_ FINAL REPORT: (    ) Yes (    ) No

List ALL DBE firms utilized in connection with the above referenced Project; even if not used during this period.

NAME OF DBE FIRM	SUB-CONTRACT \$ AMOUNT	WORK/SERVICE PERFORMED	AMT. OF PAYMENTS THIS PERIOD	AMT. OF PAYMENTS TO DATE	REMAINING BALANCE

Prepared by: \_\_\_\_\_  
(Name & Title)

Approved by: \_\_\_\_\_  
(Name & Title)

**MILWAUKEE COUNTY**  
**COMMUNITY BUSINESS DEVELOPMENT PARTNERS OFFICE**

**DBE PAYMENT CERTIFICATION**

**Primary Contractor/Consultant must attach this form to the final *Certificate for Payment* request in order to receive payment.**

County Department Issuing Contract/Project \_\_\_\_\_

Contract/Project Title GMIA Travelers Information Station

**DBE Firm:** \_\_\_\_\_

**Project No.** 5041-10006 **Project Name:** \_\_\_\_\_

**\*SECTION (A) DBE FIRM COMPLETES IF FINAL PAYMENT HAS BEEN RECEIVED**

I hereby certify that our firm received \$\_\_\_\_\_ total payment for subcontract work on the above referenced Milwaukee County project or contract.

Date \_\_\_\_\_, 20\_\_\_\_

**\*SECTION (B) BOTH PRIME CONTRACTOR AND DBE FIRM COMPLETE IF FULL PAYMENT HAS NOT BEEN MADE TO DBE FIRM AND A BALANCE REMAINS TO BE PAID.**

I hereby certify that our firm has paid to date a total of \$\_\_\_\_\_ and will pay the balance of \$\_\_\_\_\_ to \_\_\_\_\_ upon receipt of payment from Milwaukee County for subcontract work on the above referenced project.

Date \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Prime Contractor/Consultant Signature)

\_\_\_\_\_  
(Print Name & Title)

\_\_\_\_\_  
(DBE Subcontractor/Subconsultant Signature)

\_\_\_\_\_  
(Print Name & Title)



SECTION 01230  
ALTERNATIVES

## PART 1 GENERAL

## 1.1 ALTERNATIVES

A. Alternatives quoted on Bid Forms will be reviewed and accepted or rejected at the Owner's option and in the Owner's sole discretion up to and including the date the Owner-Contractor Agreement is presented to an identified bidder for signature. The Alternatives selected by the Owner will be identified in the Owner-Contractor Agreement.

B. Coordinate related work and modify surrounding work as required.

C. Schedule of Alternatives:

## Contract 2: General Construction

1. Alternative 2A: Deduct from Base Bid if power and lighting work at overhead metal framing work is deleted from Contract 2 as indicated in the Drawings and specifications.
2. Alternative 2B: Deduct from Base Bid if signage work including new acrylic cut-out letter signage is deleted from Contract 2 as indicated in the Drawings and specifications.
3. Alternative 2C: Deduct from Base Bid if metals work consisting of new decorative steel overhead frame to support lighting and signage including mounting plates and finishing of the frame is deleted from Contract 2 as indicated in the Project Drawings and specifications.
4. Alternative 2D: Deduct from Base Bid if flooring work including new rubber flooring within extents of project area is deleted from Contract 2 as indicated in the Drawings and specifications.
5. Alternative 2E: Deduct from Base Bid if power, lighting, and data/communication work for casework including all power, lighting fixtures, electrical panel and power home-run (not including power and lighting required at metal framing work) is deleted from Contract 2 as indicated in the Drawings and specifications.

PART 2 PRODUCTS - Not Used.

PART 3 EXECUTION - Not Used.

END OF SECTION

DOCUMENT 00400  
 BID FORM  
 for  
 GENERAL MITCHELL INTERNATIONAL AIRPORT  
 TRAVELERS INFORMATION STATION  
 SECOND RE-BID

Site #290, Bldg. #190  
 5300 South Howell Avenue  
 Milwaukee, WI 53207

Project No. 5041-10006

Bids Due: November 30, 2011 at 2:00 P.M.

Contract 1: Casework

Contract 2: General Construction

At the Office of: MILWAUKEE COUNTY CLERK  
 Room 105 - Courthouse  
 901 North 9th Street  
 Milwaukee, Wisconsin 53233

We, \_\_\_\_\_  
 (A Corporation)(A Partnership)(An Individual)-(Cross Out Inapplicable)

of \_\_\_\_\_  
 Street

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

\_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax Number \_\_\_\_\_ email address

hereby agree to execute contract and furnish a satisfactory surety bond in the amount specified to complete the above project in strict accordance with Contract Documents dated August 26, 2011.

**CONTRACT 1: Casework**

Base Bid: The Work for the sum of:

Work of Contract includes providing the complete casework and countertops as indicated in the project Drawings and specifications.

\_\_\_\_\_ (In words)

\_\_\_\_\_ Dollars \$ \_\_\_\_\_ (In figures)

Miscellaneous Allowance (Add to Base Bid from Section 01210) \$ 5,000.00

**TOTAL BASE BID CONTRACT 1:** \_\_\_\_\_ (In words)

\_\_\_\_\_ Dollars \$ \_\_\_\_\_ (In figures)

**CONTRACT 2: General Construction**

Base Bid: The Work for the sum of:

Work of Contract includes providing all Work to complete the Information Station except Contract-1 Casework, as indicated in the project Drawings and specifications.

\_\_\_\_\_  
(In words)

\_\_\_\_\_  
Dollars \$ \_\_\_\_\_

(In figures)

Miscellaneous Allowance (Add to Base Bid from Section 01210) \$ 2,500.00

**TOTAL BASE BID CONTRACT 2:** \_\_\_\_\_

(In words)

\_\_\_\_\_  
Dollars \$ \_\_\_\_\_

(In figures)

**ALTERNATIVES**

Fill in Alternatives as listed. Where no change in base Bid occurs for Alternative, mark "No Change" or if "Add to or Deduct from base Bid occurs, cross out the description that does not apply. See Section 01230. If an Alternative is left blank it shall mean Contractor shall perform the Work without addition or deduction in the Contract sum.

**CONTRACT 2: GENERAL CONSTRUCTION**

**ALTERNATIVE 2A: Overhead Power and Lighting at Metal Framing Work**

Deduct from Total Base Bid if power and lighting work at overhead metal framing work is deleted from Contract-2 as indicated in Section 01230, the sum of:

\_\_\_\_\_  
(In words)

\_\_\_\_\_  
Dollars \$ \_\_\_\_\_

(In figures)

**ALTERNATIVE 2B: Signage**

Deduct from Total Base Bid if signage work is deleted from Contract-2 as indicated in Section 1230, the sum of:

\_\_\_\_\_  
(In words)

\_\_\_\_\_  
Dollars \$ \_\_\_\_\_

(In figures)

**ALTERNATIVE 2C: Metals**

Deduct from Total Base Bid if metals work is deleted from Contract-2 as indicated in Section 1230, the sum of:

\_\_\_\_\_  
(In words)

\_\_\_\_\_  
Dollars \$ \_\_\_\_\_

(In figures)

**ALTERNATIVE 2D: Flooring**

Deduct from Total Base Bid if flooring work is deleted from Contract-2 as indicated in Section 01230, the sum of:

\_\_\_\_\_ (In words)

\_\_\_\_\_ Dollars \$ \_\_\_\_\_ (In figures)

**ALTERNATIVE 2E: Power, Lighting, and Data/Communication Work at Casework**

Deduct from Total Base Bid if power, lighting and data/communication work for casework (not including power and lighting required at the metal framing work), is deleted from Contract-2 as indicated in Section 01230, the sum of:

\_\_\_\_\_ (In words)

\_\_\_\_\_ Dollars \$ \_\_\_\_\_ (In figures)

**SUBSTITUTION OF MATERIALS**

For use by Bidders at their option the following substitutions from specifically named materials or items.

MANUFACTURER'S NAME	MATERIAL	ADD/DEDUCT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ADDENDUM RECEIPT**

We acknowledge the receipt of Addendum \_\_\_\_\_ to \_\_\_\_\_ inclusive.

**BID SECURITY ACCOMPANYING PROPOSAL**

**NOTE! See Instructions to Bidders - Article 9, Bid Security, subparagraph 9.1.1, filing original bid bond.**

The amount and type of bid security is as follows:

\_\_\_\_\_

**COMMENCEMENT AND COMPLETION OF CONTRACT WORK**

The undersigned agrees, if signatory to the Contract, to commence work upon receipt of Notice to Proceed and achieve Substantial Completion of the Work within 60 calendar days. Both separate Contracts Contract 1-Casework and Contract 2-General Construction) shall be Substantially Complete within 60 calendar days.

**NOTE! See Document 00800 - Supplementary Conditions – 8.2.3, for Liquidated Damages associated with the contract work.**

**BIDDER'S CERTIFICATE** - Section 66.0901(7), Wisconsin Statutes

\_\_\_\_\_ certifies that they have examined and carefully prepared this bid from Bid Documents and have checked same in detail before submitting bid to Milwaukee County.

In submitting this bid, the bidder also acknowledges, understands and agrees that the submission of a bid shall commit the bidder to comply with Milwaukee County's requirements as outlined in the Contractor Residency Program provisions. The bidder also agrees to comply with the specific requirements as follows:

The bidder's commitment for the Contractor Residency Program Participation on this project is 50%.

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Title)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

**AFFIDAVIT**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and states that  
(Name)

they are the \_\_\_\_\_ of  
(Official Capacity)

\_\_\_\_\_  
(Name of Firm)

and that Contractors Qualification Statement filed with County Clerk on

\_\_\_\_\_ for said firm remains true and correct. I understand that the willful falsification of information may result in a civil or criminal penalty pursuant to Chapter 101 Statutes.

\_\_\_\_\_  
(Signature and Title)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

If a qualification statement has been filed more than 3 years before the opening of this bid, submit a new qualification statement not less than five days before the opening of this bid.

## Disclosure of Ownership

The statutory authority for the use of this form is prescribed in Sections 66.0903(12)(d), 66.0904(10)(d) and 103.49(7)(d), Wisconsin Statutes.

The use of this form is mandatory. The penalty for failing to complete this form is prescribed in Section 103.005(12), Wisconsin Statutes.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1) (m), Wisconsin Statutes]

- (1) On the date a contractor submits a bid to or completes negotiations with a state agency, local governmental unit, or developer, investor or owner on a project subject to Section 66.0903, 66.0904 or 103.49, Wisconsin Statutes, the contractor shall disclose to such state agency, local governmental unit, or developer, investor or owner, the name of any "other construction business", which the contractor, or a shareholder, officer or partner of the contractor, owns or has owned within the preceding three (3) years.
- (2) The term "other construction business" means any business engaged in the erection, construction, remodeling, repairing, demolition, altering or painting and decorating of buildings, structures or facilities. It also means any business engaged in supplying mineral aggregate, or hauling excavated material or spoil as provided by Sections 66.0903(3), 66.0904(2), 103.49(2) and 103.50(2), Wisconsin Statutes.
- (3) This form must **ONLY** be filed, with the state agency project owner, local governmental unit project owner, or developer, investor or owner of a publicly funded private construction project that will be awarding the contract, if **both (A) and (B) are met**.
- (A) The contractor, or a shareholder, officer or partner of the contractor:
- (1) Owns at least a 25% interest in the "other construction business", indicated below, on the date the contractor submits a bid or completes negotiations.
  - (2) Or has owned at least a 25% interest in the "other construction business" at any time within the preceding three (3) years.
- (B) The Wisconsin Department of Workforce Development (DWD) has determined that the "other construction business" has failed to pay the prevailing wage rate or time and one-half the required hourly basic rate of pay, for

### Other Construction Business

Name of Business			
Street Address or P O Box	City	State	Zip Code
Name of Business			
Street Address or P O Box	City	State	Zip Code
Name of Business			
Street Address or P O Box	City	State	Zip Code
Name of Business			
Street Address or P O Box	City	State	Zip Code

**I hereby state under penalty of perjury that the information, contained in this document, is true and accurate according to my knowledge and belief.**

Print the Name of Authorized Officer			
Signature of Authorized Officer		Date Signed	
Name of Corporation, Partnership or Sole Proprietorship			
Street Address or P O Box	City	State	Zip Code

**If you have any questions call (608) 266-6861**



FIRM: \_\_\_\_\_ Project No: 5041-10006

**SUBCONTRACTOR/SUBCONSULTANT/SUPPLIER INFORMATION SHEET**

Pursuant to Federal Regulations and State Statute Chapter 66.0901(7), Milwaukee County is required to collect information on all subcontractors/subconsultants/suppliers submitting quotes to a prime contractor/service provider that submits a bid/proposal on a Milwaukee County project. Submit this information with bid/proposal.

**PROVIDE THE FOLLOWING INFORMATION ON EACH BID OR QUOTE**

(✓)*	Name	DBE Yes/No	Address	Date Firm Established	Annual Gross Receipts (**)	Work or Service to be Performed

(\*) Check if this sub-contractor's quote has been used in your proposal.  
(\*\*) Annual Gross Receipts: A: Less than \$250,000 B: \$250,000 to \$500,000 C: \$500,000 to 1 million  
D: \$1 million to \$5 million E: \$5 million to \$15 million F: More than \$15 million

Note: Information gathered on the background and financial status of firms is protected from disclosure by Federal Regulation.



# COMMITMENT TO SUBCONTRACT WITH *DBE* FIRMS

PROJECT No.: 5041-10006PROJECT TITLE: GMIA Travelers Information Station

TOTAL CONTRACT AMOUNT (\*) \$ \_\_\_\_\_

DBE Goal: 25% (\*)**Subcontract with each DBE firm SHALL be submitted within seven (7) days from receipt of *Notice to Proceed***

A	V	Name of DBE Firm (**)	Scope of Work Detailed Description	Subcontract Amount	% of Total Contract

(If using more DBE firms, include them in separate notarized form)

Total \$ Amount of DBE \_\_\_\_\_ Total % \_\_\_\_\_

I certify that the identified services and costs were quoted by the DBE firm(s) listed. If awarded this contract, our firm \_\_\_\_\_ (Phone No. \_\_\_\_\_) intends to enter into contract with the DBE firm(s) listed, for the services and amounts specified. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement or misrepresentation will result in appropriate sanctions under applicable Local, State or Federal laws.

\_\_\_\_\_  
Signature of Authorized Representative\_\_\_\_\_  
Print/Type Name of Authorized Representative\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

State of \_\_\_\_\_, My Commission expires \_\_\_\_\_.

[SEAL]

\* Exclude all allowances

\*\* Only firms certified as DBEs (within qualifying NAICS codes) by the State of Wisconsin UCP *prior to the bid due date* shall be approvedFOR CBDP USE ONLY: (A) \$ \_\_\_\_\_  
(V) \$ \_\_\_\_\_

Total % \_\_\_\_\_

CBDP APPROVAL:

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date